



STATE OF TENNESSEE
Department of Education
Division of Teaching and Learning
ATTN: Duplicate Diplomas
5th floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN. 37243
Phone 615-532-6300

Public High Schools only - DUPLICATE DIPLOMA REQUEST: Send request to address above. **No GED requests.** GED requests need to go thru TN Department of Labor and Workforce Development, Adult Education Division.

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee - Money Order only (**NO CHECKS and NO CASH**). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**
Please call 615-532-6300 for any questions.

The following is the information needed:

FULL NAME OF STUDENT: (as it was the year you graduated)

NAME OF PUBLIC HIGH SCHOOL ATTENDED:

CITY & COUNTY WHERE SCHOOL IS LOCATED:

DATE OF GRADUATION (month & year):

Signature of Student making request:

Current mailing address:

Please allow 2-3 weeks for request to be processed.